

Updated July 1, 2024

# **DONIPHAN COUNTY EDUCATION COOPERATIVE**

Interlocal #616

P.O. Box 399 - 135 S. MAIN

TROY, KANSAS 66087

785-982-4204

## **PARAEDUCATOR**

## **HANDBOOK**

# Doniphan County Education Cooperative #616

## FORWARD

**Use of Handbook:** This handbook is designed for use by Para Educators, teachers, and other professional staff, and administrators. Please read the handbook carefully and use it as a resource when needed. This handbook replaces any previous issues

**Policies, Rules, and Regulations:** This handbook contains the current rules, regulations, and policies for Para Educators that have been developed by the State Board of Education, the Doniphan County Education Cooperative #616, and Board of Directors. These rules, regulations, and policies represent the personnel policies for Para Educators at the time of its distribution. Doniphan County Education Cooperative #616 retains the absolute right to modify, add to, or reverse any of these policies at any time. Any policy changes after the printing of this handbook will supersede the policies in this handbook. Any policy statements in the Board Policy Handbook will take precedence over any policy in this handbook. Any Para Educator who does not comply with the policies of this handbook or Board policy may be subject to disciplinary action or dismissal.

**Guidelines:** These policies do not represent an employment contract or any aspect of an employment contract and should not be construed as such. Doniphan County Education Cooperative #616 remains free, in its sole discretion, to unilaterally change, add to, delete, or amend these policies at any time, with or without notice. Doniphan County Education Cooperative #616 is also free not to follow these guidelines in any particular case. No member of Doniphan County Education Cooperative #616 administration, or an administrator from a member district, has the authority to bind the Cooperative to any of the terms or provisions of this handbook.

**Must Read Material:** All Para Educators of the Doniphan County Education Cooperative #616 are to read this handbook in its entirety upon employment. After reading, the Affirmation Sheet must be signed and given to the para facilitator for placement in your personnel file. The Para Educator handbook is located on our website @ [www.ksdcec.org](http://www.ksdcec.org) and is updated annually. It is the responsibility of the Para Educator to read the updates.

**At Will State:** Kansas is an “at will” state. This means that an employee may quit his/her employment at any time, without giving a reason as long as sufficient notice is given. It also means that an employer may terminate an employee at any time, without giving reason. Should either party desire to terminate employment, written notice must be given to the other party two weeks prior to the desired date of termination, except as noted below. The employment can also be terminated at any time by mutual agreement of both parties. In addition, a Para Educator may be terminated immediately for misconduct, providing false information regarding employment, failure to meet performance expectations, a positive drug test, failure to report to work without notifying the supervising professional, reduction of staff, Board action, or as otherwise indicated in this handbook.

### Equal Opportunity Employee

The Doniphan County Education Cooperative #616 is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin. If you have any questions please contact Kristin Franken, Title IX Coordinator @ 785-982-4204.

# **DONIPHAN COUNTY EDUCATION COOPERATIVE #616**

## ***DCEC***

USD #114 - Riverside

USD #429 – Troy

USD #111 – Doniphan West

Our purpose is effective, efficient delivery of educational services for exceptional children who are students at the member schools. The three districts enroll approximately 1750 students, of whom approximately 300 receive specially designed instruction and related services through DCEC.

## **ORGANIZATIONAL STRUCTURE**

DCEC is an Inter-local Agency authorized by the Kansas State Legislature and recognized by the Kansas State Board of Education. It is governed by a board of directors composed of two elected school board members from each of the participating districts. The district superintendents serve on the Board in an advisory capacity.

## **PHILOSOPHY**

We, as members of the Doniphan County Education Cooperative, stand firm in our conviction of quality education for the individual student.

We are unified in our desire to provide the services necessary for insuring each child an opportunity to achieve at the maximum of that child's abilities and capabilities.

We are concert in our belief that an atmosphere of cooperation, trust and confidence provides maximum opportunity for growth within and among educators, students, parents, and other professionals and the community-at-large.

We share a common desire to meet the provisions for special education as set forth in legislative action by making a free appropriate educational program available to each disabled child regardless of the severity of his/her handicapping condition.

We are unanimous in our concern for the dignity and self-esteem of the individual.

We are united by a positive attitude toward the child and the child's total environment and the important place education has in that milieu.

# General Procedures and Policy for Para Educators and Support Staff

## Paychecks:

DCEC requires all employees to be set up for Direct Deposit. Paychecks are deposited on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a Saturday or Sunday, paychecks are issued the Friday before the 15<sup>th</sup>.

## Expenses:

Approved out-of-pocket expenses are reimbursed for the exact amount. Attach receipts to: (1) the approved travel/leave request (2) the approved field trip request; or (3) the weekly mileage report form. All expenses must be preapproved by the director.

Para Educators are required to take a pre-employment TB test. After completing a month of employment, the Para Educator will be reimbursed for the expense of the TB test up to \$20.00. Receipt must be turned in for reimbursement.

## Leave Days:

Para Educators must call and/or email their supervising teacher and the DCEC office (785-982-4204) when absent.

Para Educators are required to fill out a Report of Absence Form and submit it to the DCEC office by the 1<sup>st</sup> of the month. The Absence Form must be signed by the Para Educator. Failure to turn a form in or turning in an inaccurate form could result in termination.

Para Educators have ten (10) leave days per school year. These may accumulate up to 15 days. Paras will also receive three (3) bereavement days to be used for the death of their spouse or child (Bio, Step, or Foster). The bereavement days will not accumulate. First year Para Educators can earn two (2) leave days in the first month of employment and then two (2) leave days in months 2 and 3. Para Educators will earn (3) leave days in their 4<sup>th</sup> month. Para Educators will be required to use leave time when absent from work. Taking un-paid time off is not an option until all leave time is used.

Any **weather-related school** cancellation days do not require leave time. If a scheduled calendar day starts late or ends early due to a weather related only event, the Para Educator will be paid for an entire day (7 hours). Para Educators will be compensated for all weather-related school cancellations, full days and partial.

## School Cancellation:

Staff that are assigned to specific districts will go according to that district's schedule. If the USD cancels school, the staff will not need to attend. Itinerant staff will need to follow their schedule, i.e., if the district they are to serve for that day is cancelled due to weather, they will

not need to report. However, if they are scheduled for a district that is in session, they should use their own discretion regarding travel safety. If the decision is to not report for duty, they must notify that school district they will not be working. Also, notify the DCEC office to report said absence.

The following TV and radio stations carry announcements regarding closings due to severe or threatening weather:

KNZA 104, FM      KARE 1470, AM      KQ2, New Channel      KKJO 1550, AM  
KFEQ 680, AM

You may also sign up for your designated school's text alert system to receive updated text about school cancellations.

### Half Student Contact/Early Student Dismissal Day:

In the event school is not in session for the full day due to teacher workday, in-service, and/or parent teacher conference, etc., plan on being in attendance for the full day. You may be asked to assist your teacher or attend training.

Paras must work all the required hours that the students are in attendance. Paras must also work any hours required by the director to receive the full day's pay.

### Telephone:

Please use the telephone for school business calls only. Short personal calls may be made if you must contact someone during the working day or have them contact the school office to relay a message for you. Personal long-distance calls are discouraged.

Use of employee's personal communication devices during work hours should be restricted to classroom or work-related activities. **Cellphones should not be out or be used during work hours.**

### Staff use of Communication/Personal Computing Devices– Staff Bring Your Own Device Policy:

Personal communication/computing devices may only be used by the staff members and are not for student use. The security of personal communication/personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication/personal computing devices in the school setting are not the responsibility of the district or DCEC.

### Use of District Computers/Privacy Rights:

Computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

### Dress Code:

Always dress appropriately and professionally, according to the policy of the building to which you are assigned.

### Kansas Public Employees Retirement System (KPERS):

All certified and non-certified employees, who work 17.5 hours or more per week during a school year, are automatically members of KPERS (Kansas Public Employees Retirement System). Beginning January 1, 2015 six percent (6%) of an employee's salary is deposited each month in a personal account for the employee. The State provides a specified amount at the time of retirement also. Upon retirement, the employee may withdraw their benefits based upon one of several options. Employee contributions may be withdrawn earlier if the employee leaves the position and does not work elsewhere for a KPERS employer.

An employee must work at least 630 hours (which is equal to 17.5 hours per week) in a calendar year to be eligible for KPERS. If an employee is regularly working less than 17.5 hours per week, they are not eligible for KPERS and must notify the Board Clerk.

### End of Year Check-Out:

End of year check-out is completed prior to the issuance of summer paychecks. Para Educator check-out will be determined annually based on the district calendars. Para Educator check-out will be completed by the end of May.

### Bonus Check:

Paras eligible for any bonus checks must be employed with DCEC at the time bonus checks are distributed.

# PARA EDUCATOR

## TIME CLOCKS/SCHEDULE/ATTENDANCE

### Time Clocks:

All Para Educators are required to clock in and out of the building they are assigned to daily. Para Educators are not required to clock out during their duty-free lunch if staying on campus during that time. If the Para Educator leaves campus for their duty-free lunch, they must clock out for the time they are off campus. Para Educators are not allowed to clock in prior to ten minutes before their duty day begins and must be clocked out ten minutes after their duty day ends. Para Educators must clock out and report to their supervising teacher and to the DCEC office if they are leaving during the work day. **If employees are reporting they are working during times when they are not in attendance, it is fraud and grounds for termination.**

DCEC provides time clocks at all three districts, the DCEC office, and any other location where DCEC staff provide services to students with a current IEP. Para Educators must call their supervising teacher and the DCEC office on days absent. Failure to clock-in or out may result in time being subtracted from an individual's accumulated leave time. If an individual has utilized all leave time, any missed time may result in loss of pay.

### Lunch:

DCEC grants Para Educators a duty-free lunch and requires them to take a daily duty-free lunch break. The lunch break is equivalent to the amount of time allotted by the building to which the Para Educator is assigned. Para Educators must take a duty-free lunch if lunch is served in the district, no exceptions. Paras are required to follow the assigned school district's guidelines when charging lunch. It is not best practice to allow your account to fall into the negative when purchasing lunch.

### Lunch/Bus Duty:

All Para Educators are required to clock out if they are hired by the school to do lunch or bus duty. You may clock back in when you resume your Para Educator work for DCEC. Para Educators are allowed to work for the district in lieu of their duty-free lunch.

### Breaks:

The law does not require breaks to be provided and teachers are not required to provide them.

### Leaving Building During the Day:

Para Educators are to remain in the assigned duty site during duty hours. If you must leave your duty site for reasons other than official DCEC business, clear it first through your supervising teacher, and the DCEC office. If leaving the building paras are required to clock out.

Authorized travel is the most direct route between assignments.

	Elwood	Wathena	Troy	Highland	Midway	Bendena
Elwood		6	15	27	26	23
Wathena	6		9	21	20	17
Troy	15	9		12	11	8
Highland	27	21	12		9	12
Midway	26	20	11	9		3
Bendena	23	17	8	12	3	

Para Educators are to clock in and out of each building/attendance center. The location of time clocks may vary from site to site.

### Para Educator Duty Day/Attendance:

Full-time Para Educators work seven hours per day. 8:00 A.M to 3:30 P.M. unless otherwise approved by the director. This allows for the seven (7) hour day as per the work agreement along with a duty-free lunch. Overtime must be approved, in advance, by the Director.

Employees are expected to perform their duties in a professional, efficient, and competent manner and report to work when they can do so without threatening their health and wellbeing or that of others.

Absence is the failure to report for work and remain at work as scheduled. It includes late arrivals and early departures, as well as absence for an entire day. Attendance and punctuality convey how seriously you take your job. Your supervising teacher and the students you work with count on you being at work and on time every day. Paras are required by the state to work 1116 hours to get full funding. If a para fails to meet the requirement, it may be grounds for termination.

Field Trips: If a Para Educator is asked to go on a field trip and it is outside of their regular duty time, the Para Educator may acquire flex time for the extra time. Paras must be assigned to go on the field trip by their supervising teacher to acquire flex time for going. If you are not assigned to go, para leave time must be taken. Paras must ride in the assigned vehicle to accompany the students when on the field trip. The supervising teacher and para will need to report the field trip and possible flex time to the DCEC office before the field trip takes place.

### Para Educator Supervision:

The teacher is the first-line supervisor for Para Educators. The first-line supervisor has the following responsibilities:

1. Planning activities for completion by the Para Educator.
2. Providing necessary training of specific techniques for the Para Educators.
3. Arranging schedule to meet student needs.
4. Arranging schedule to allow for duty free lunch.
5. Para Educators will be evaluated on their personal qualities, their commitment to duty and specific work-related skills which are directly related to their job description. A copy of the completed evaluation will be given to each employee after the employee and the evaluator sign it and a copy must be submitted to the DCEC office for the employee's



personnel file. All Para Educators will be evaluated twice per school year in November and February. If the Para Educator has been with the same teacher for three years, starting the 3<sup>rd</sup> year the para will only need to be evaluated once a year. If only needed once a year, the evaluation will be completed in November. If the para is re-assigned or placed on a plan of improvement, the para starts over with needing two evaluations completed a year until their 3<sup>rd</sup> year with the new assignment is completed. If the para does not meet the state requirement of working 1116 hrs. the previous year, two evaluations will still be required.

### DCEC Staff as Coaches:

Turn in a copy of the schedule of game days at the start of the season to the DCEC Board Clerk. Indicate the expected departure time for each day leaving early and clocking out of the building. Also, staff as coaches, will start at 8:00 A.M., and clock-out of building, at the time of leaving for coaching duties.

### Hazing and Bullying Policy

Follow policy for the building which you are assigned.

### Assignments:

The DCEC board reserves the right to assign, reassign or transfer all noncertified employees, Para Educators, or support staff.

It is the policy of the DCEC board and administration to not have a single Para Educator work exclusively with a single student.

It is the policy of the DCEC board and administration that Para Educators do not attend IEP meetings.

Employees that cannot perform the required job responsibilities and duties of a Para Educator may be ordered to pass a Physical Capacity Profile test to continue employment with DCEC.

In the event a Para Educator is asked by the director to drive students, the Para Educators will be required to take a Defensive Driving course.

### Transfers:

All requests from individuals desiring consideration for a transfer shall be submitted in writing to the Director or the DCEC office. Every effort will be made to honor transfer requests. If a transfer request of an employee cannot be honored during the current year, such a request shall be considered for the following year. Transfer requests by Para Educators for the next school year must be received no later than April 1<sup>st</sup>.

Transfers may be initiated by DCEC at any time to meet the changing needs of its member districts and the students we serve.

### Resignations:

Written notice of Resignation must be delivered or emailed to the DCEC office or Director at least two weeks in advance of the effective date of resignation. Para Educators must have the required number of in-service hours completed prior to the last day of work.

### Letter of Reasonable Assurance:

Although there is no right to continuing employment, unless a change in student population does not warrant the position or there are problems with performance, most employees will be offered employment for a successive school year. A letter of reasonable assurance will be mailed in June, each year, to employees invited to return. If an employee will not be offered a position for the following year, the employee will receive a letter stating such in June.

### Salary Schedule/Step Deadline:

Para Educators must provide written notice if they intend to move across on the salary schedule due to furthering their education before April 1<sup>st</sup> of the current year. A Notice of Movement Form can be found on our [ksdcec.org](http://ksdcec.org) website.

# **Complaints / Grievances / Conduct Procedures**

## **Grievances:**

Para Educator are urged to first discuss all concerns, problems, or grievances with their supervising teacher in an effort to resolve the issue. If the matter cannot be resolved with the supervisor, concerns should then be discussed with the Director.

## **Harassment:**

The board is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the cooperative. Sexual harassment of employees or students of the cooperative by board members, administrators, certified and support personnel, Para Educators, students, vendors, and any others having business or other contact with the cooperative is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by an employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The cooperative encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the cooperative compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the cooperative's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against a person who has filed a complaint or testified, assisted, or participated in an investigation of sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the cooperative's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each cooperative facility. The policy shall also be published in student, parent and employee handbooks as directed by the cooperative compliance coordinator. Notification of the policy shall be included in the newsletter or published in the local newspaper annually.

## Boundaries and Appropriate Touch:

You are always encouraged to develop positive relationships with students, but keep in mind that the relationship is one of authority/teacher, not being buddies. It is important that as role models for students we model good boundaries with others that include appropriate touch and respect for personal space. Boundaries are extremely important because they allow us to know when we will “offend” someone and when someone will “offend” us. Caring about these limits for yourself and others allows your relationships to be constructive, functional and promote feelings of safety, security, dignity, and respect.

As part of modeling positive boundaries, you are always encouraged to give verbal praise to children but be very careful regarding age-appropriate hugging and touching. You should always be respectful of another’s personal space. You should never grab a student’s arms, hands, or clothing.

Furthermore, you should never verbally berate a child or call them negative names. Verbal and physical abuse to children or other staff members will not be tolerated.

Additionally, to maintain appropriate professional boundaries with students you should not have contact with students outside of school through telephone, email, text messaging, instant messaging, or social networking site (Instagram, Twitter, Facebook, etc.). You should never exchange phone numbers, email addresses etc. with students. You should never have students over to your home or transport students in your personal vehicle.

# CONFIDENTIALITY

## Confidentiality/FERPA/HIPAA:

Student confidentiality is extremely important when working with special education students. The Family Education Rights and Privacy Act (FERPA) is the federal law that protects the privacy of student records. The Health Insurance Portability and Accountability Act (HIPAA) is the federal law that protects the privacy of medical records. Information protected by these laws MUST remain confidential. Significant penalties can occur from failure to comply with these privacy acts. Information and records covered may include but not be limited to:

- Personal and family data
- Evaluation and test data
- Psychological and medical reports
- Disability information
- Grade and progress reports
- Records and conferences with students and/or parent

Discussing specific facts about the students with which you work even conversations with non-school personnel (i.e. family members) or school personnel without an educational involvement (including other teachers and paras) may be a violation of the students' confidentiality rights. Practicing a "need to know" philosophy is best, meaning that an employee only discuss students with others who work directly with that student. You must also work directly with the student being discussed. No negative comments should be used when discussing students. Discussions should occur in private not in the teacher's lounge, grocery store, restaurants, or school events. Even if you do not mention a student's name, talking about an incident can give identifiable information.

When asked:

- What's wrong with Susanna? A possible response might be "Sorry, I can't talk about kids outside of school."
- Is Tanya in that special reading class? A possible response might be "Student placement is confidential."
- I heard Jason is doing better with that new special ed. teacher. A possible response might be "Jason's progress is confidential. It's not OK for me to discuss it."

All questions concerning students with which you work, even from a student's parents, should be directed to your supervising teacher. If questioned about a student your answer should be, "I cannot discuss that, you will need to contact my teacher".

**Recording, videotaping, photographing, etc. of students on any device is prohibited. Failure to comply may lead to termination.**

# **MANDATORY REPORTING**

## **OF SUSPECTED CHILD ABUSE & NEGLECT**

Information provided in part from A Guide to Reporting Child Abuse & Neglect in Kansas, 2006, Kansas SRS & Kansas Children's Service League & Kansas Statutes.

Kansas Statute #38-2223 indicates: "...teachers, school administrators or other employees of a school which the child is attending..." are required to make a report to SRS if they "have **reason to suspect** that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse..."

**Reason to suspect** means that the law does not require proof that the abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is a request for an assessment into the condition of a child.

Some agencies may expect staff to discuss abuse situations with their supervisor before reporting. However, if a staff member believes a report of child abuse or neglect needs to be made to SRS or law enforcement, **it is the responsibility of the staff member to report, whether or not the supervisor is in agreement.** Statute #38-2223 also indicates:

"Willing and knowing failure to make a report...&/or preventing or interfering with the making of a report is a class B misdemeanor..."

### **TYPES OF ABUSE**

- **Child Abuse** is any physical injury, physical neglect, emotional injury or sexual act inflicted upon a child.
- **Physical abuse** means the infliction of injury on a child by **intentional or non-accidental** actions or inactions.
- **Sexual abuse** is any sexual act used for the sexual stimulation of the child, perpetrator or another person, that is carried out with a child. This can include indecent exposure or improper touching to penetration (sexual intercourse). Sexual exploitation of a child is defined by the Kansas Criminal Code as "employing, using, persuading, inducing, enticing or coercing a child under 16 years of age to engage in sexually explicit conduct..."
- **Emotional Abuse** or maltreatment is a consistent, chronic behavior by a parent or caretaker that has a harmful effect on the child. It seriously impairs the child's social, emotional or intellectual functioning.
- **Neglect** means the failure or inattention on the part of the caregiver or parent to provide for the child's basic needs, such as food, clothing, shelter, medical care and supervision that results in harm to a child.

Suspected abusers may include:

- A parent, foster parent, guardian, or immediate family member
- A person living in the same home (at least 4 years older than the child)
- A paramour or significant other of the parent
- A person responsible for the child's welfare

**Reports should be made to SRS:**

8 A.M.— 5 P.M.: 1-866-495-6980

24 Hour Hotline: 1-800-922-5330

## In-service DCEC POLICY STATEMENT

This policy statement is for the clarification of in-service hours for Para Educators, as to what activities are paid or unpaid.

Para Educators will be encouraged to attend as many in-service activities as possible. However, in reference to being paid for in-service time, check guidelines below.

### PAID IN-SERVICE WILL BE:

1. All in-service hours called and provided by DCEC.
2. In-service training in local districts, with prior approval from the Director, on a designed duty day.

### UNPAID IN-SERVICE WILL BE:

1. District in-service activities not scheduled or provided by DCEC or the Director.
2. In-service activities completed while not on duty. Approval for these activities will be determined by the Director.

**(The following are limited for a combined total of up to 20 hours)  
(Approval must be obtained before the activity is completed)**

- A. Reading articles, pamphlets, or booklets along with a one page report.
  - 1.5 hours of in-service
- B. Required Courses from KASB Learning Management (blood borne pathogens, harassment, confidentiality, etc.)
  - Required In-service hours are equivalent to 5 hours in-service
- C. Viewing or listening to videos or audio tapes along with a one-page report.
  - 60 minute video + report = 2 hours of in-service
  - 30 minute video + report = 1.5 hours of in-service
  - 15 minute video + report = 1 hour of in-service
- D. College Classes – Must turn in a copy of grades or a transcript by May 30<sup>th</sup>.
  - 1 college credit = 15 hours of in-service
- E. Books along with a 1–2 page summary of the book.
  - 1.5 hours of in-service depending on the length and content

### **State requirements pertaining to state approval for categorical reimbursement include:**

1. All paras with less than 3 years of service must have a minimum of 20 in-service hours per year related to their duty assignment. Paras with 3 or more years of service must have at least 10 in-service hours.
2. The in-service hours must be provided and/or sponsored by DCEC.
3. New hire orientation and annual teacher orientation.